



INVITATION FOR BIDS

Fire Hydrant Maintenance

2009-5649-1524

April 23, 2009

City of Newport News

OFFICE OF THE PURCHASING DIRECTOR

2400 Washington Avenue

Newport News, VA 23607

Phone: (757) 926-8041/ Fax: (757) 926-8038

www.nngov.com/purchasing

Sealed bids, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Director, 4th Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia, 23607, through the due date and hour shown below (local prevailing time), and then publicly opened, for furnishing the following described equipment, materials, and/or services, for delivery and/or performance F.O.B. NEWPORT NEWS, VIRGINIA.

Scope of Work: To perform routine inspection and maintenance of all fire hydrants within the jurisdictions of Newport News, Hampton, York County, James City County, and Poquoson as prescribed in the Newport News Waterworks Distribution Standards and AWWA M17 Manual, Installation, Field Testing, and Maintenance of Fire Hydrants.

Bid Due: May 12, 2009 @ 2:30 p.m.

Contract Officer:

Marie-Therese (Mimi) M. Gartner, CPPB, Buyer, (757) 926-8040, email: mgartner@nngov.com

ONE ORIGINAL AND TWO COPIES OF YOUR SUBMITTAL ARE REQUESTED

In compliance with this invitation for bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within (60) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

(This Form Must Be Signed. Signature must be original, not photocopied)

CONDITIONS AND INSTRUCTIONS

Rev: 06/17/08

1. All bids shall be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services bid, or delivery terms, the bidder may attach a letter hereto that will be made a part of the bid. All bids shall be submitted sealed, plainly marked showing the bid number, date and time. The entire solicitation document is to be returned when submitting a bid, unless otherwise directed by the bid document. Failure to return all pages may result in a determination that the submittal is non-responsive.
2. Bids and amendments thereto, if received by the Purchasing Department after the date and time specified for bid opening, will not be considered. It will be the responsibility of the bidder to see that their bid is received by the Purchasing Department as specified. There will be no exceptions. Date of postmark will not be considered. Telephone, facsimile, electronic and verbal bids will not be accepted. Prices or changes shown on the outside of an envelope will not be acceptable.
3. If City Hall is closed for business at the time scheduled for bid opening, for whatever reasons, sealed bids will be accepted and opened on the next business day of the City, at the originally scheduled hour.
4. Receipt of your bid by the City is not to be construed as an award or an order to ship.
5. Each bid is received with the understanding that the acceptance in writing by the City of the bidder to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the bidder and the City, which shall bind the bidder on his part to furnish and deliver the articles quoted on at the prices stated and in accordance with the conditions of said accepted bid; and the City on its part to order from such bidder, except for causes beyond reasonable control; and pay for, at the agreed prices, all articles specified and delivered.
6. Bidders have the right to request withdrawal of their bids from consideration due to error by giving notice not later than two days after bids are publicly opened. Work papers showing evidence of error(s) may be required. Upon request Administrative withdrawal procedures will be provided that shall be used for that purpose.
7. If issued, addenda to this solicitation will be posted on the Purchasing Department's website (www.nngov.com/purchasing). It is the bidder's responsibility to check the website or contact the Purchasing Department prior to the submittal deadline to ensure that the bidder has a complete, up-to-date package.
8. The solicitation document maintained by the Purchasing Department, in the bid file folder, shall be considered the official copy. In the case of any inconsistency between bid documents submitted to the City, but not clearly listed on the exception page of the document as an exception by the bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the bidder may be cause to disqualify your bid.
9. Award will be made to the lowest responsive and responsible bidder. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements, the delivery terms, qualifications and references will be taken into consideration in making an award. Length of time for delivery as well as price may be considered in awarding the bid.

Unless canceled or rejected, a responsive bid from the lowest responsible bidder shall be accepted as submitted; except that if the bid from the lowest responsible bidder exceeds available funds, the purchasing director may negotiate with the apparent low bidder to obtain a contract price within available funds.

Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the public bulletin board located outside of the Purchasing Department at City Hall. Notice of award may also appear on the Purchasing Website: www.nngov.com/purchasing or www.demandstar.com

10. The City reserves the right to reject any and all bids, and to waive any informality if it is determined to be in the best interest of the City.
11. If authorized by the Bidder(s), the resultant contract(s) may be extended to any jurisdiction within the Commonwealth of Virginia to purchase at contract prices in accordance with contract terms. Any jurisdiction using such contracts shall place its own order(s) directly with the successful Contractor(s). The City of Newport News acts only as the Contracting Agent and is not responsible for placement of orders, payment or discrepancies of the participating jurisdictions. It is the

Contractor's responsibility to notify the jurisdictions of the availability of contract(s). Bidder not desiring to bid to other jurisdictions under this clause shall so indicate in their response.

12. Prices shall be stated in units of quantity specified. No additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges. Prices quoted shall be the final cost to the City.
13. All prices and notations should be in ink or typewritten. Mistakes may be crossed out and corrections made in ink and must be initialed and dated in ink by the person signing the bid.
14. In case of error in the extension of prices, the unit price shall govern.
15. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the bidder shall so state.
16. Samples, when requested, must be furnished free of expense, and upon request, if not destroyed, will be returned at the bidder's risk and expense.
17. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of the manufacturer, brand make or catalog designation in specifying an item does not restrict bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired. The commodity on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitting bids on a commodity other than as specified, bidder shall furnish complete data and identification with respect to the alternate commodity they propose to furnish.

Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve the best interests of the City. If the bidder does not indicate that the commodity he proposes to furnish is other than specified, it will be construed to mean that the bidder proposes to furnish the exact commodity described.

18. Any equipment delivered must be standard new and unused equipment, latest model, except as otherwise specifically stated in the bid. Where any part or the normal accessories of equipment is not described, it shall be understood that all the equipment and accessories that are usually provided in the manufacturer's stock model shall be furnished.
19. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
20. All bids must be signed by an authorized, responsible officer or employee having the capacity to enter contracts. Obligations assumed by such signature must be fulfilled.
21. By signing this bid, the bidder assigns to the City any and all rights that he may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this bid. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
22. The bidder certifies by signing this Invitation for Bid that this bid is made without prior understanding, agreement, or accord with any other person submitting a bid for the same product or service and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment, as well as civil damages.
23. The contractor guarantees to defend and save the City, its agents and employees, harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee, or licensee.
24. The contractor shall keep himself fully informed of all Federal, State and local laws, ordinances and regulations that in any manner affect the conduct of the work. The contractor shall at all times observe and comply with all such laws, ordinances and regulations and he shall protect and indemnify the City, and its representatives against any claim or liability arising from or based on any violation of the same, whether by the contractor, his subcontractors, suppliers of materials or services, or others engaged by the contractor or the employees of any of them. **The contractor certifies**

that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986, as amended.

Every business must register with the Virginia State Corporation Commission before transacting business in Virginia.

25. **Contractor's License** If any of the services promulgated under this solicitation consist of construction work, it is required under Title 54.1, Chapter 11, Code of Virginia for a contractor who performs or manages construction, removal, repair, or improvements when the total value referred to in a single contract or project is:

Seventy thousand dollars (\$70,000) or more, or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is five hundred thousand dollars (\$500,000) or more shall show evidence of being licensed as a **Class A Contractor**.

Seventy-five hundred dollars (\$7,500.00) or more, but less than seventy thousand dollars (\$70,000) or the total value of all such construction, removal, repair or improvements undertaken by such person within any twelve-month period is one hundred and fifty thousand dollars (\$150,000) or more, but less than five hundred thousand dollars (\$500,000) shall show evidence of being licensed as a **Class B Contractor**.

Over one thousand dollars (\$1,000) but no more than seventy-five hundred dollars (\$7,500) or the total value of all such construction, removal, repair, or improvements undertaken by such person within any twelve-month period is no more than one hundred and fifty thousand dollars shall show evidence of being licensed as a **Class C Contractor**.

The City shall require master certification as a condition of licensure or certification of electrical, plumbing and heating, ventilation and air conditioning contractors.

A valid business license from the City may be required. The bidder shall complete whichever of the following notations as appropriate:

"Licensed Class A Virginia Contractor No. _____."

"Licensed Class B Virginia Contractor No. _____."

"Licensed Class C Virginia Contractor No. _____."

26. **Payment Terms:**

- a) Payment terms shall be **"2%-20, Net 30 days"** unless otherwise stated by the bidder on this submittal form. Alternate terms may be offered by bidder for prompt payment of bills.
- b) Payment terms shall be considered in determining the low bidder.
- c) Discount period shall be computed from the date of proper receipt of the vendor's correct invoice, or from the date of acceptable receipt of the goods/services, whichever is latest.
- d) The payment terms stated herein must appear on the vendor's invoice. Failure to comply with this requirement shall result in the invoice being returned to the vendor for correction.
- e) Late payment charges shall not exceed the allowable rate specified by the Commonwealth of Virginia Prompt Payment Act. (1% per month)

27. **Availability of Funds:** A contract shall be deemed in force only to the extent of appropriations available to each department for the purchase of such articles or services. The City's extended obligations on those contracts that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

28. In event of default by the contractor, the City reserves the right to procure the commodities and/or services from other sources, and hold the contractor liable for any excess cost occasioned thereby.

- 29. Permits:** Contractor shall be responsible for furnishing all necessary permits as required by the City of Newport News prior to commencement of work. Proof of approved final inspections shall be required before final payment is made. **The Contractor is required to obtain and pay for all necessary permits (Right-of-Way, disposal, land disturbing, etc.). The project signs, right-of-way permit, land disturbing permit, etc. shall also be included in this bid price. The fees for these permits are no longer waived on City projects.**
- 30. Insurance:** The contractor shall maintain adequate liability insurance, which shall protect and save harmless the City of Newport News, Virginia, and its officials from all suits and actions of every kind and description arising from injury or damage to persons and property in the prosecution of said work or in failure to properly safeguard same, and from all claims arising under the workmen's compensation laws. The contractor shall furnish proof of said insurance prior to commencement of services. Separate forms, which name the City as additional insured and as alternate employer, must be included with the Certificate of Insurance. Forms (Insurance Endorsements) are available to download from the Purchasing website (<http://www.nngov.com/purchasing/resources/purchasingforms>). **Please make sure prior to submitting a bid that all insurance endorsements forms have been reviewed by your insurance carrier.**

The Commonwealth of Virginia requires construction contractors and subcontractors to obtain and maintain worker's compensation insurance while performing work on behalf for the City. Evidence of coverage needs to be provided prior to commencement of work.

Sample forms CG 20-10 (naming the City as additional insured for liability claims) and WC 00-03-01 (naming the City as an alternate employer for Worker's Compensation claims); and the Commonwealth's form for Worker's Compensation Certificate of Coverage are included at the above website link.

Contractor shall have ten (10) days from the date of the city's request, to provide insurance documentation. Failure to provide the Certificate and forms within this period may be cause for the City to award a contract to the next responsive bidder, and hold the original contractor liable for excess costs.

- 31. Appeals Procedure:** Upon your request, administrative appeals information will be provided that shall be used for hearing protests of a decision to award or an award, appeals from refusal to allow withdrawal of bids, appeals from disqualification, appeals for debarment or suspension, or determinations of non-responsibility and appeals from decision or disputes arising during the performance of a contract. To be timely, all appeals, except contract disputes, shall be made within ten days of either public notice of award, or the actual award, whichever is first.
- 32. It is the policy of the City of Newport News to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City of Newport News encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Bidder is requested to complete the SMB, MBE and WBE Business Objectives form within this document.**
- 33.** The City has a directory of Newport News Minority and Women-owned businesses. The directory is distributed, at request, at no additional cost.
- 34.** This public body does not discriminate against faith based organizations.
- 35. Non-Discrimination:** During the performance of this contract, the contractor agrees as follows:
- a) He will not discriminate against any employees or applicants for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification reasonably necessary to the normal operations of the contractor. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
 - b) The contractor will be and state that he is an equal opportunity employer in all solicitations or advertisements for employees.
 - c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

36. The contractor will include the provisions of the foregoing paragraphs (a), (b) and (c) in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.
37. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this subsection, "A drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this subsection, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

38. Assignment of Contract: A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.
39. Applicable Law and Courts: Any purchase order/contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.
40. Severability: If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected hereby, and each provision of this Agreement shall be valid and enforced to the full extent permitted by law.
41. Cancellation: The City may cancel the contract at its convenience, without penalty, at any time by giving thirty (30) days written notice or may cancel the contract immediately for violations of safety or rules of ethics. The City may cancel a contract thirty (30) days after the City has given a written request for a cure for vendor non-performance if such cure has not occurred. Cancellation shall not release the vendor from legal remedies available to the City. If the contract is an extended term contract, after completion of the first contract period, either party may cancel the contract without penalty. Written notice of such termination shall be made a minimum of sixty (60) days prior to its effective date.
42. Direct contact with City departments other than Purchasing, on the subject of this bid is expressly forbidden except with the foreknowledge and permission of the Director of Purchasing or their representative. Violation may result in a determination that your firm is ineligible for award.
43. Questions or comments related to this solicitation should be directed to the Contract Officer, whose name and contact information appears on the front of this document. All questions must be submitted in writing (facsimile or email); telephonic inquiries will not be considered.

**SMALL, MINORITY, WOMEN-OWNED
BUSINESS OBJECTIVES**

It is an important business objective of the City to promote the economic enhancement of small businesses (SBE), minority businesses (MBE), and women-owned businesses (WBE). The success of the City to track the amount of business received by SBE, MBE and WBE FIRMS (whether as a prime contractor or a subcontractor) is dependent upon the business community partnering with us in this important endeavor.

If you anticipate **sub-contracting** to any of these businesses in the performance of this contract, you are requested to individually report the total dollars for each business classification. Failure to report the dollars in the categories below may result in the application of stronger requirements being placed on bidders to assure that SBE, MBE and WBE firms receive benefits from City contracts.

Complete the following information and return the form with your package.

1) If you are a SBE, MBE or WBE, please check one of the following boxes:

SBE **MBE** **WBE**

2) In the spaces below, report the anticipated dollars that you intend to subcontract to each business type if a contract is awarded to your firm. (If you do not intend to sub-contract any work to others, even if you are a S/M/WBE, put zeros in the spaces below).

Total **SBE** Dollars to be Sub-contracted \$ _____

Total **MBE** Dollars to be Sub-contracted \$ _____

Total **WBE** Dollars to be Sub-contracted \$ _____

3) If you are not a SBE, MBE, or WBE and you do not plan to utilize such firms in this contract, please state your reasons:

COOPERATIVE BIDDING

The City of Newport News issues this Invitation for Bids (IFB) in accordance with the City of Newport News' procurement code (Section 2-552.1 (7), and on behalf of the members of the Southeastern Virginia Governmental Purchasing Cooperative (SVGPC), as well as other governmental jurisdictions and school divisions. This procurement is also being conducted on behalf of other public bodies, in accordance with § 2.2-4304 (A) of the Code of Virginia

Bidders are advised that all resultant contracts will be extended, with the authorization of the bidder, to other governmental jurisdictions and school divisions as may be interested. Should other entities decide to use the final contract, the contractor shall deal directly with that jurisdiction or political subdivision concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payments. The City of Newport acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your bid or offer.

It is the responsibility of the contractor to notify the jurisdictions and political subdivision of the availability of the contract. Each participating jurisdiction and political subdivisions has the option of executing a separate contract with the contractor. Such contracts may contain general terms and conditions unique to those jurisdictions and political subdivisions. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the contractor, the contractor may withdraw its extension of the award to that jurisdiction.

The City of Newport News shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the contractor.

SVGPC members reserve the right to make awards to the lowest responsive and responsible bidder during the contract term. SVGPC members not explicitly named in the IFB are not obligated to participate, nor is the successful bidder obligated to contract with other SVGPC members; however, if such a contract is entered, the successful bidder will be required to provide these same items, at the same prices, awarded as a result of this solicitation to that public body.

SVGPC Members:

City of Chesapeake
City of Hampton
City of Newport News
City of Norfolk
City of Portsmouth
City of Virginia Beach
City of Williamsburg
County of Gloucester
County of James City
County of King William
County of York

Newport News Public Schools
Williamsburg/James City County Public Schools
York County Public Schools
Christopher Newport University
College of William & Mary
Norfolk State University
Tidewater Community College
Jamestown/Yorktown Foundation
Southeastern Public Service Authority

GENERAL

The City of Newport News ('City') is interested in receiving bids to perform routine inspection and maintenance of all fire hydrants within the jurisdictions of Newport News, Hampton, York County, James City County, and Poquoson. Services shall be performed in accordance with the Newport News Waterworks Distribution Standards and the American Water Works Association (AWWA) M17 Manual, "Installation, Field Testing, and Maintenance of Fire Hydrants".

This Invitation for Bids (IFB) shall be the basis for establishing a blanket purchase order contract to provide *fire hydrant maintenance* as needed, by the City's Public Utilities (Waterworks) Department during the period and renewal options specified.

CONTRACT PERIOD

The contract period shall be from July 1, 2009 through June 30, 2010, with options to renew, at the City's sole discretion, for up to four (4) additional years in one (1) year increments. Written notice of intent to renew shall not be required. Issuance of a purchase order shall constitute exercise of the renewal option.

NOTE: The City operates on a fiscal year from July 1 through June 30. Purchase orders are good through the end of a current fiscal year. New purchase order(s) are issued at the beginning of each fiscal year to cover the remainder of the current contract period and subsequent renewal periods.

SCOPE OF WORK

The contractor shall be responsible for performing required inspections and routine maintenance of all fire hydrants within the jurisdictions of Newport News, Hampton, York County, James City County, and Poquoson. Services shall be performed in accordance with the Newport News Waterworks Distribution Standards and AWWA M17 Manual, "Installation, Field Testing, and Maintenance of Fire Hydrants" as outlined in 'Inspection Procedures'.

The contractor and/or his inspectors shall attend a four-day training exercise provided by the Contract Administrator and successfully pass the Waterworks Standards Certification Exam. The contractor shall not be given notice to proceed until these requirements are satisfactorily met. The Contract Administrator reserves the right to request the contractor and/or his inspectors to meet for additional training if deemed necessary. Training will continue until adequate knowledge and skills are demonstrated.

All scheduling will be provided by the Contract Administrator. Work production will be based on computer generated inspection work orders and will be performed during normal City operational days. The contractor will not work during Holidays. The following days are official City Holidays (Additional days may be granted by City Council):

- January 1: New Year's Day
- 3rd Monday in January: Dr. Martin Luther King, Jr.'s Birthday
- 3rd Monday in February: George Washington's Birthday
- Last Monday in May: Memorial Day

- July 4: Independence Day
- 1st Monday in September: Labor Day
- November 11: Veteran's Day
- 4th Thursday in November: Thanksgiving Day
- Friday following Thanksgiving
- ½ day on Christmas Eve (if Christmas Eve falls on a regular weekday)
- December 25: Christmas Day

The city will pay the contractor per inspection, per hydrant. The contractor shall generate invoices semi-monthly, based on the number of inspections completed during that billing month. The invoice shall indicate *Date, Time, Work Order (WO) #, inspector's name* for each hydrant inspected, and any other information deemed necessary by the Contract Administrator.

There are currently several different types of hydrants covered under this contract. They include Mueller, Mueller Centurion/Mueller Super Centurion, Darling B50, Darling Mark73 (1-5), Kennedy K11, Kennedy K81 (A&D), Smith & AVK.

Performance Specifications

The following requirements provide details of the Waterworks Standards for hydrant maintenance procedures:

- 1) The hydrants will be inspected two (2) times per 12-month period in six-month intervals. There are approximately 10,425 fire hydrants. ($10,425 \times 2 = 20,850 / 260$ working days per/yr = 80 inspections per/day). Each inspection will take approximately 15-20 minutes. This does not account for inclement weather days.
- 2) The contract price quoted will be per inspection, per hydrant and paid semi-monthly upon receipt of approved invoice. Annual amount of inspections is approximate. Hydrant inspection work orders completed will be turned in with each pertinent invoice in the same order as they were issued.
- 3) Scheduling and reporting will be coordinated through the Contract Administrator. The hydrants will be inspected in a pre-determined sequence as administered by the Contract Administrator.
Daily work site locations shall be called in to the Waterworks dispatcher prior to 8:00 am. Site locations include: street names, cross streets and street map grids from the latest or current edition of the Peninsula ADC Street map book.
Normal work hours shall coincide with Waterworks Distribution Operations Division hours; currently (7:00 am to 3:30 pm). Special circumstances may dictate nighttime performance of work. Sufficient notice of such work will be given to facilitate procurement of necessary materials and equipment.
During inclement weather, or severe drought conditions, the Contract Administrator reserves the right to stop all work.
- 4) Contractor's vehicle must be clearly marked "Hydrant Maintenance" and the Company's Name on the outside of both doors.
- 5) The minimum equipment requirement for each hydrant vehicle shall be: 1 pickup truck or van equipped with strobe light; flashing arrow sign and mobile phone or two-way radio to a base

contact ; 1 – 5’ long valve key; hydrant diffusers with pressure gauges to 100 p.s.i.; approved paint (see item #6); paint brushes; wire brush; F.D.A. approved lubricant; weed eater, railroad pick; traffic cones; fire hoses (2 ½” x 25’ / and 4” x 10’); traffic signs, hydrant wrench; tape measure/wheel; paint shield; deflection sheeting; Hydrant barrel pump; metal detector; round point shovel; garden rake; grass seed; hand stamp; steel numbering die set (3/16); flat file; sledge hammer; sonoscope (handheld sounding device); bolt cutters and other small tools as required. The City will provide hydrant routing inspection maps; inspection forms; and a Waterworks Standards Book.

- 6) Hydrant paint specifications can be found in the Waterworks Distribution System Standards Manual (Section 4) which will be provided. The dome and nozzles shall be painted gloss white. The upper standpipe shall be painted with alkyd gloss enamel, Pittsburgh Paints’ “Brilliant Red” (safety red) product no. 7-801, or approved equal.
- 7) **Hydrants shall be painted as needed.** Paint scheme will be detailed during the training period. Collectively, painting intervals **average** approximately every 18 months; **some may require more frequent painting and others less.**
- 8) Location measurements and hydrant number verification will be required and recorded as instructed in the training session.
- 9) If a hydrant is found in need of repair, the Waterworks Dispatcher will be notified immediately via Distribution/Operations Dispatcher. Dispatcher’s log will record location, time, and person reporting.
- 10) Newport News Waterworks reserves the right to observe inspections, the performance of required maintenance, and to inspect all work performed under the scope of this contract. Any inspection(s) or maintenance work performed that is not in full compliance with these specifications shall be corrected to the satisfaction of the City within 24 hours of notice. All payments due are subject to be withheld pending approved correction of an identified deviation from the requirements in these specifications. Payment of the entire invoice may be withheld until all deficiencies have been corrected.
- 11) If directed to conduct Hydrant Flow Test by Waterworks, Contractor shall perform required work after hours. Daytime inspection(s) will be suspended when Hydrant Flow Test(s) are scheduled. Compensation for the after-hours work will be at the rate quoted for inspections. No additional payment will be authorized.
- 12) The contractor shall be responsible for obtaining all required work permits (See also *Conditions and Instructions*, paragraph 29) and shall provide proof of adequate public liability insurance (See also *Conditions and Instructions*, paragraph 30).
- 13) Appropriate signing and/or flagmen in accordance with the local jurisdiction’s regulations and the Virginia Work Area Protection Manual are required.
- 14) Contractor shall be solely responsible for maintaining a safe working environment at all times.

- 15) Because of potential interaction with dispatch and or customers, the Contractor shall be responsible for ensuring all persons performing inspections communicate effectively in English and are dressed appropriately.
- 16) All hydrant inspections will be performed in accordance with the AMERICAN WATERWORKS ASSOCIATION – MANUAL OF WATER SUPPLY PRACTICES, ‘INSTALLATION, FIELD TESTING, AND MAINTENANCE OF FIRE HYDRANTS’ as follows:

INSPECTION PROCEDURES

- 1) Check the hydrant’s overall appearance. Check the accessibility to the hydrant, including any interference from poles, fences, shrubbery, or any object that could interfere with the effective operations of the hydrant. Minor obstructions such as tall grass, wild plant or small brush shall be trimmed to provide clear access to the fire hydrant. All other types of obstructions in the area of the fire hydrant that could restrict operation or block the view should be documented and reported to the Contract Administrator for resolution.
- 2) Check the hydrant’s number, location, and model for adherence to the specified hydrant record on inspection sheet. Also check branch valve location and make necessary notes as required and instructed by the Contract Administrator.
- 3) Check to see if hydrant needs to be adjusted to meet standards for hydrant setting, i.e. breaker ring to the ground surface specifications, and set-back distance.
- 4) Remove one outlet-nozzle cap and use a listening device to check for leaks.
- 5) Check for the presence of standing water or ice in the hydrant barrel.
- 6) Replace the outlet-nozzle cap. Leave it loose enough to allow air to escape, but secure enough to prevent removal. Locate the hydrant branch valve using the information provided on inspection tickets (it may be necessary to utilize a metal detector in some cases), make corrections on tickets pertaining to location in feet and direction as necessary. Install valve key on branch valve in case of hydrant failure before proceeding. Some valve housings may need to be cleaned out in order to install valve key on the operating nut.
- 7) Stand *behind* the hydrant (away from nozzle caps) and open the hydrant only a few turns. Allow air to vent from the outlet-nozzle cap.
- 8) Tighten the outlet-nozzle cap.
- 9) Open the hydrant fully, (staying away from direction of nozzle caps). Check for ease of operation.
- 10) With the hydrant fully open, check for leakage at flanges around outlet-nozzles, at packing or seals, and around the operating stem. Replace nozzle cap gaskets as needed.
- 11) Check the condition of the operating nut, stem assembly, main valve, bleeder, nozzles, threads, breakaway device, and all other serviceable parts and document on inspection work order sheets.

This will enable the Contract Administrator to initiate repair work orders for Waterworks employees.

- 12) Partially close the hydrant so the drains open and water flows through, under pressure for a few seconds, flushing the drain outlets. Restoration around hydrant base may be necessary after this is accomplished.
- 13) Close the hydrant completely. Back off the operating nut enough to take pressure off the thrust bearing/packing.

Note: If directed to conduct Hydrant Flow Tests by Waterworks, see SUPPLEMENT at the end of this section for Hydrant Flow Test Information Procedure before proceeding further.

- 14) Remove one outlet-nozzle cap.
- 15) Attach a section of fire hose, diffuser, or use an appropriate deflector type sheeting to protect the street, traffic, and private property from water discharged at high velocity if needed.
- 16) Open the hydrant sufficiently to observe flow and pressure. Operate branch valve with valve key to fully closed position (clockwise) to insure valve cuts off flow to hydrant then reopen branch valve and flush hydrant to remove any foreign material from interior or until water clarity is acceptable. Sound hydrant with listening device to insure no leaks are present. Document the number of turns for branch valve and operational status of valve, condition of valve box, valve box lid, and housing (truss pipe). **Make certain valve box lid is placed securely in box to prevent any vehicle or personal liability claims.**
- 17) Close the hydrant and remove hose or diffuser, if used. Check the operation of the drain valve by placing the palm of one hand over the outlet nozzle. Drainage should be sufficiently rapid to create noticeable suction. If bleeders are not functioning properly, the hydrant barrel will have to be pumped out manually to a depth of 1' below ground level and the Contract Administrator notified of repairs needed.
- 18) Check the main valve for leakage by using a listening device.
- 19) All outlet-nozzles shall have the threads and condition of the gaskets checked. Lubricate all threads. Check the ease of operation of each cap.
- 20) Outlet nozzle cap chains shall be removed using bolt cutters or other means. **Hydrants will continue to be ordered with chains so as not to lose caps during the construction phase.**
- 21) Place caps on outlet-nozzles. Tighten, and then back off slightly so they will not be excessively tight, but tight enough to prevent removal by hand.
- 22) Prior to painting, any rust, loose paint or excessive build-up of paint shall be removed with a wire brush or scraper as appropriate. **Paint hydrant as necessary to protect the metal surface, as well as provide an attractive visual appearance, keeping in mind the inspection intervals are on a six month basis and painting is not practical during the colder months.** The paint, color, pattern, and application shall conform to Newport News Waterworks Distribution Standards or as authorized by the Contract Administrator.

- 23) **If the hydrant is inoperable, it must be labeled “out of service” by painting the pumper nozzle cap black and notifying the operations dispatcher so the appropriate fire department can be notified of the “out of service” status, as well as re-notified when the hydrant is placed back into service.** The information will be logged by the Distribution Operations’ dispatcher. A work order will be produced to complete repairs and record data.

SUPPLEMENT

Hydrant Flow Test Information Procedure

- 1) Remove one of the 2.5” nozzle caps and flush the hydrant until water is clear. Shut the hydrant down, put the gauge on the hydrant, and remove the cap of either the 2.5” or 4” nozzle.
- 2) Check the area that is subject to the hydrant flow. Use an appropriate deflector type sheeting to protect the street, traffic, and private property from water discharged at high velocity if needed.
- 3) Record the pito pressure, street location, and the hydrant number. As the hydrant is flowing, check for any foreign material (of noticeable quantity) in flow and on street.
- 4) Shut down hydrant, remove gauge, and place caps snug on nozzles.
- 5) Calculate the flow, in the office, using the hydrant flow chart and enter the information on the Fire Flow Data Screen.
- 6) Return to Fire Hydrant Maintenance Procedures, Step #18.

REFERENCES

- Newport News Waterworks Distribution Standards for Materials and Construction
- AWWA M17 Manual, “Installation, Field Testing, and Maintenance of Fire Hydrants”
- Fire Hydrant Manufacturers Maintenance Manuals

Drawings

Reference the following Drawings (attached) as per Newport News Waterworks Distribution Standards for Materials & Construction, March 2001 (or latest published edition).

TITLE	DRAWING #	DATE
Type I Fire Hydrant Setting w/ Curb & Gutter	W-06A	10/13/95
Type II Fire Hydrant Setting w/o Curb & Gutter	W-06B	10/13/95
Type II-B Fire Hydrant Setting with Culvert	W-06D	10/13/95
Fire Hydrant Setting Adjacent To or In Sidewalk	W-06E	10/13/95



Drawing W-06A.pdf



Drawing W-06B.pdf



Drawing W-06D.pdf



Drawing W-06E.pdf

PRICING SCHEDULE

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED *PRICE
20850 each	Fire Hydrant Inspections	\$	\$
TOTAL BID PRICE:			\$

NOTES:

Estimated Quantities:

- There are approximately 10,425 hydrants in the Waterworks service area.
- Inspections and maintenance shall be performed on each hydrant every six (6) months.
 - (10,425 units x 2 times per year = 20,850 inspections/maintenance)
- Hydrants shall be repainted approximately every eighteen months on a rotating basis.
- At renewal time, the city reserves the right to reduce the number of inspections to once a year.

QUANTITY

The quantity listed in the ‘Pricing Schedule’ is expressly agreed to be an ‘*estimated annual quantity*’ (see computation above) only, and nothing herein shall bind the City of Newport News to any specific number of required inspections.

PRICE

The prices bid shall remain firm for the initial contract period. If the contract is renewed, prices may be adjusted according to the *Price Escalation/De-Escalation* terms below.

PRICE ESCALATION/DE-ESCALATION

The Contractor may request a price adjustment not more frequently than once every contract renewal term. Adjustments shall be based upon the Consumer Price Index - Urban Wage Earners and Clerical Workers (CPI - W) U.S. city average, not seasonally adjusted for series Id: *Other Services* as published by the United States Bureau of Labor Statistics for the latest twelve months, for which statistics are available. The percentage change shall be applied to the (then) current price(s) in effect for the City. The newly adjusted price(s) shall become effective upon a mutually acceptable date and will be applied to services performed on or after that date. **Price adjustments will not be automatic.** The contractor shall submit a written request (email, facsimile, etc...) to the City. Consumer Price Index information and detailed statistics including current percentage changes can be accessed at <http://www.bls.gov/cpi/>.

The City reserves the right to negotiate reductions in the quoted price schedule at any time during any contract period.

* *Quoted price shall be the (all inclusive) final cost to the City. No additional charges (i.e. travel, per diem, mileage, overtime, incidentals, miscellaneous surcharges, taxes, etc...) shall be passed to the City (See also Conditions and Instructions, paragraph 12).*

***REFERENCES**

Please provide a minimum of 3 similar hydrant inspection and maintenance service contracts your firm has been responsible for within the past 5 years.

NAME AND ADDRESS OF THE CONTRACTING ENTITY

-1-

PRINCIPAL CLIENT (NAME & TITLE):

PHONE NUMBER: _____ **FAX NUMBER:** _____

PROJECT DESCRIPTION:

PROJECT VALUE:

NAME AND ADDRESS OF THE CONTRACTING ENTITY

-2-

PRINCIPAL CLIENT (NAME & TITLE):

PHONE NUMBER: _____ **FAX NUMBER:** _____

PROJECT DESCRIPTION:

PROJECT VALUE:

NAME AND ADDRESS OF THE CONTRACTING ENTITY

-3-

PRINCIPAL CLIENT (NAME & TITLE):

PHONE NUMBER: _____ **FAX NUMBER:** _____

PROJECT DESCRIPTION:

PROJECT VALUE:

** The City reserves the right to ask for additional information.*

AWARD

Award will be made in accordance with Chapter 2, Article XX, Section 2-563, Newport News City Code. It will be made to the lowest **responsible** and **responsive** bidder, based on *total bid price and acceptable/favorable references*.

The City reserves the right to award by item, groups of items or total bid; to reject any and all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the purchasing agent to be in the best interest of the City.

QUESTIONS

Questions pertaining to this IFB should be directed to the Department of Purchasing, Marie-Therese (Mimi) M. Gartner by email: mgartner@nngov.com or facsimile (757) 926-8038, ***not later than four business days prior to bid due date***. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

EXCEPTIONS:

Bidder must sign one appropriate statement below, as applicable:

() Bidder understands and agrees to all terms, conditions, requirements, and specifications stated herein.

Firm: _____

Signature: _____

() Bidder takes exception to terms, conditions, requirements, or specifications stated herein (Bidder must itemize all exceptions below, and return with this IFB):

Firm: _____

Signature: _____

Vendors should note that any exceptions taken from the stated terms and/or specifications may be cause for their submittal to be deemed "non-responsive", risking the rejection of their submittal.

PAYMENT TERMS IF OTHER THAN 2%-20 NET 30 DAYS _____

Payment terms shall be considered in determining the low bidder.

BID RESULTS

Bid results may be obtained from our web site: www.nngov.com/purchasing or www.demandstar.com

For a complete written tally sheet, please send a stamped, self-addressed envelope to our office, indicating the bid number, date opened, and a note requesting a tally sheet. Include \$0.25 per page for handling. Vendor may contact Purchasing to determine the number of pages.

ANTI-COLLUSION CERTIFICATION

The bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same product and that this bid is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The bidder understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The bidder also understands that failure to sign this statement will make the bid non-responsive and unqualified for award.

Signed: _____ Date: _____

Name of Company: _____